

## ***Opportunity Employment Program Case Worker***

Madison Park Development Corporation (MPDC) is an active and established community development corporation (CDC) that serves the Roxbury neighborhood of Boston with its housing and community development activities. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. We are an organization of about 30 employees working throughout various departments. Full-time positions include a generous employee benefits package.

**Reports to:** Assistant Director of Community Action

**Status:** Full-time, exempt

**Location:** Roxbury, Massachusetts

**Salary:** \$50,000-60,000

### **Position Description:**

The Opportunity Employment Program Case Worker is a member of MPDC's Community Action Department and will support implementing youth initiatives. OEP serves Opportunity Youth through in-house high school equivalency classes, work readiness training, employment, and internship placement. The Case Worker works with the Program Manager and Clinical Manager, to provide comprehensive case management services to program participants, assess their needs, and develop individualized service plans to help them achieve their education and career goals.

### **Key Responsibilities:**

1. *Client Assessment and Intake*
2. *Individualize Service planning*
3. *Progress Monitoring and Documentation*
4. Life Skills Workshop Development and Facilitation

### **Job Responsibilities:**

#### ***Client Assessment and Intake***

- Conduct a comprehensive intake assessment to evaluate the client's educational background, skills, career aspirations, and potential barriers to success.
- Develop and implement tailored Individual Support Plans
- Complete all necessary program documentation to ensure accurate record-keeping and effective monitoring of client progress.

#### ***Resource Connection and Referrals***

- Coordinate with program staff, external partners, and community resources to ensure comprehensive support for participants.
- Connect participants with relevant resources, such as support services.
- Develop and facilitate life skills workshops for all young adult participants in a team environment.

#### ***Progress Monitoring and Documentation***

- Maintain accurate and up-to-date participant records and documentation.
- Maintaining consistent communication with individuals and members of the OEP Team.
- Monitor program performance by using the Sales Force.

**Qualifications:**

- Proven experience in case management, preferably within youth-focused employment or educational settings.
- Strong communication and interpersonal skills, capable of building and maintaining meaningful partnerships.
- A commitment to supporting youth development and empowerment through education and employment opportunities.
- Experience working with court-involved and out-of-school youth and familiarity with alternative secondary education pathways
- Familiarity with local gun violence issues and policies is highly preferred.
- Knowledge of trauma and trauma-informed practices
- Have demonstrated proven-solving ability accuracy, and attention to detail.
- Superior technical skills including proficiency with Microsoft Office and knowledge of databases; experience with Salesforce a plus
- Ability to work with court-involved and out-of-school youth
- Commitment to supporting youth development and empowerment
- Ability to work evenings and week and some weekends